

**COMMUNITY DEVELOPMENT BLOCK GRANT
SUBRECIPIENT PROJECT DOCUMENTATION CHECKLIST**

(Provide copies of documents to HCD as project progresses)

Project Name: _____ **Year Funded:** _____

Documentation/Information	Date Provided or N/A	Project Manager's Comments/Initials
Copy of bi-annual inventory of CDBG-acquired property (if applicable)		
Project progress photo		
Project completion photo		
Project Expenditure Projection (HCD form -- due prior to project commencement)		
First Quarter Report (due 30 days after end of quarter)		
Second Quarter Report (due 30 days after end of quarter)		
Third Quarter Report (due 30 days after end of quarter)		
CAPER Report (due 30 days after end of fiscal year)		
Certification/Notice of Project Completion		
Cost Allocation Plan (if applicable)		
Single audits, if applicable, or audited financial statements if available, for periods of time that project was underway		

Procurement

Formal Bid Advertisement (with bid open date)		
Bid and Work Specification Documents (or Request for Proposal)		
Significant Procurement History Documents		
Section 3 Certifications, if applicable		
Executed Contract with Successful Bidder:		
Contract Addendum/Change Orders, if applicable		
Contractor Eligibility - Excluded Parties List (EPLS) Printout		
Contractor Bonding Document(s)		
Federal (Davis Bacon) Wage Decision Number:		
Certified Payroll Reports (Form WH-347) (reviewed and submitted weekly within 7 days of receipt)		
Record of Employee Interviews (Form HUD-11)		
Permits or verification that no permits are required		
Permit sign-offs		